

Workplans that work

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Training



Before you even start writing

- Community needs assessment.

How do you know what everyone wants?

And, how will you convince a funder that you know?

- Priority identification

What is the most important need to address now?

- Identification of resources:

internal: What resources does the Tribe already have to address this problem?

external: Who else is willing to help?



More to do before you start writing.

- Carefully read your funding announcement.
- Call your potential funder to discuss your priorities to see if they match.
- If you plan on using contractors, begin requesting information about costs and typical rates for the work you are considering.



Ok, now you can start writing.

IGAP proposals should have:

- narrative introduction
- workplan
- detailed budget.



Contents of Narrative

- Description of the Tribe
- Its administrative capacity
- Tribes history with IGAP program.
- Background info. on the environmental issues to be addressed by this workplan.
- Tribes long term environmental goals that will be supported in this workplan.
- Part 35 requirements



Tribal description

These are things that are helpful for a reader to know about your Tribe.

- Where is it located?
- Cultural groups?
- How many members?
- Community population?



Administrative Capacity

- Is your Tribe a compacting or self governance Tribe?
- Does it have regular audits?
- What other programs are administered?
- How many employees?
- Current policies and procedures?
- Financial policies and systems?
- Past issues?



History with IGAP program

- How long has the Tribe had the IGAP?
- Accomplishments with IGAP?
- Not achieved some goals?
- Past issues?
- Changes or corrective actions.



Background information on Environmental issues

“Narrative description of risks to human health and the environment to be addressed by the applicant, and their relation to any environmental assessment or strategy efforts conducted to date.”

- Describe the problems to be addressed with this workplan.
- What has been tried in the past?
- Who are your partners?

Project Officer's note: Update your description to match this years workplan!



Tribe's long term environmental goals

- What is the change that the Tribe is working toward?
- This is a long term outcome.
- Remember that outcomes can be accomplished after the grant's project period is completed.
- *Outcome:* The result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period. (From 2006 IGAP Guidance)



Part 35 requirements

- Role of the EPA in completing workplan commitments
- Cost per component both in FTE (Staff time) and money.

Project Officer note: A chart is the easiest way to show the cost per component.



Requirements for IGAP workplans in the 2006 IGAP guidance.

- New required workplan format.
- Tasks must have identified primary capacity areas.

Project Officer note: Costs per task are suggested, not required.



New Workplan format

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EXHIBIT 3.1.—EXAMPLE WORK PLAN AND REPORTING TEMPLATE—Continued

Estimated Cost: \$27,000		Estimated Work Years: .20		
Tasks	Primary capacity area	Estimated cost	Time frame	Outputs
—Reduce exposure to illegal dump sites in the tribal community. —Increase knowledge & understanding of illegal dump impacts by community members.				
1.1 Select two illegal dump sites for remediation.	Enforcement & Compliance.	\$2,000	Quarter 1	Site selection reports; tribal government approval of site selection.
1.2 Select contractors and develop, approve and sign contracts.	Administrative	15,000	Quarter 1	Signed contract.
1.3 Oversee the remediation of the dump sites.	Administrative	1,000	Quarter 3	Records of site visits and final remediation report.
1.4 Install fence and post "no dumping" signs at the former illegal dump site.	Solid Waste Implementation.	5,000	Quarter 3	Fences; signs.
1.5 Hold one community meeting to demonstrate the impacts illegal dumps have on the community.	Communications	2,000	Quarter 4	Pre and post meeting surveys to demonstrate change in knowledge.
1.6 Municipal Waste Facility Operator Training/Certification for tribal employee.	Technical (non-administrative).	2,000	Quarter 4	Certified landfill operator.

EPA Use Only 2003–2008 EPA Strategic Plan

Goal 3: Land Preservation and Restoration

Objective 3.1: Preserve Land

Sub-objective 3.1.1: Reduce Waste Generation and Increase Recycling.

Estimated cost: \$19,000		Estimated work years: .20		
Tasks	Primary capacity area	Estimated cost	Time frame	Outputs
Work Plan Objective 2: Develop solid waste management codes. Environmental Outcome: —Reduce number of illegal dumping activities.. —Improved compliance with integrated waste management plan.				
2.1 Seek and obtain information from EPA solid waste personnel and other regional tribes regarding Solid Waste Codes.	Legal	\$3,000	Quarter 1	Trip reports; meeting minutes; SW Code template
2.2 Write draft Solid Waste Codes that reflect the needs and desires of the tribe.	Legal	6,000	Quarter 2	Draft SW Code.
2.3 Retain an attorney/consultant to review the draft SW Codes.	Legal	9,000	Quarter 3	Contract/Agreement with attorney/consultant.
2.4 Submit draft SW Codes to EPA for comments and meet with EPA as needed to understand any issues EPA raises.	Legal	1,000	Quarter 4	Revised Draft SW Code.

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Ingredients for an IGAP workplan.

1. Components

- Components. 1 : a constituent part : INGREDIENT <an important *component* of the program> <stereo *components*>
- Example: “spare components for cars.”

Workplan components are the parts of your proposal. For example: A solid waste component, an environmental component and an administrative component.



Workplan Ingredient 2. Outcomes

Outcome: The result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period. *(From 2006 IGAP Guidance)*



Examples of Environmental Outcomes

Long Term:

- Reduce habitat and human health impacts of water born pollutants by 50%.
- Mine's wastewater discharge regulated to reduce adverse impacts on subsistence fisheries by 95%.
- Subsistence fisheries remain healthy and abundant as noted by key parameters of indicator species.

Outcomes are the change you are working toward.
They can be environmental results, improved health, knowledge or behavior.



Workplan commitments

- Previously known as “tasks.”
- Also called “activities.”
- Now: “commitments.”

An easy way to remember this is:
What is the Tribe committing to do?

Project Officer note:

Adding who is responsible for each workplan commitment makes a better workplan for the Tribe.



2006 IGAP guidance requires a primary capacity area for each workplan commitment.

Required capacity areas:

- Legal
- Enforcement and compliance
- Technical and non-administrative
- Communications
- Administrative
- Solid and hazardous waste



Estimated Work Years

- Work years = The staff time that will be spent on the project. Also known as FTE.
- This is only the time that is a direct cost to the grant, using GAP funds.
- This is simply an estimate, and helps EPA evaluate the workplan.



Workplan Outputs

Once known as deliverables.

Output: An environmental activity, effort, and/or associated work products related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date.

Outputs may be quantitative or qualitative but **must be measurable** during an assistance agreement funding period.

2006 IGAP Guidance



Examples of outputs

- Meeting minutes
- Information summaries
- Presentation materials
- Final plans
- Quarterly reports
- Financial reports
- Policies and procedures
- Pounds of cans or numbers of batteries collected.
- Photos of alternative energy project submitted to Project Officer.
- Report on annual spring cleanup that includes number of bags collected and people participating.
- New Tribal environmental codes and ordinances
- Water sampling test results
- Newsletters



Thanks!

